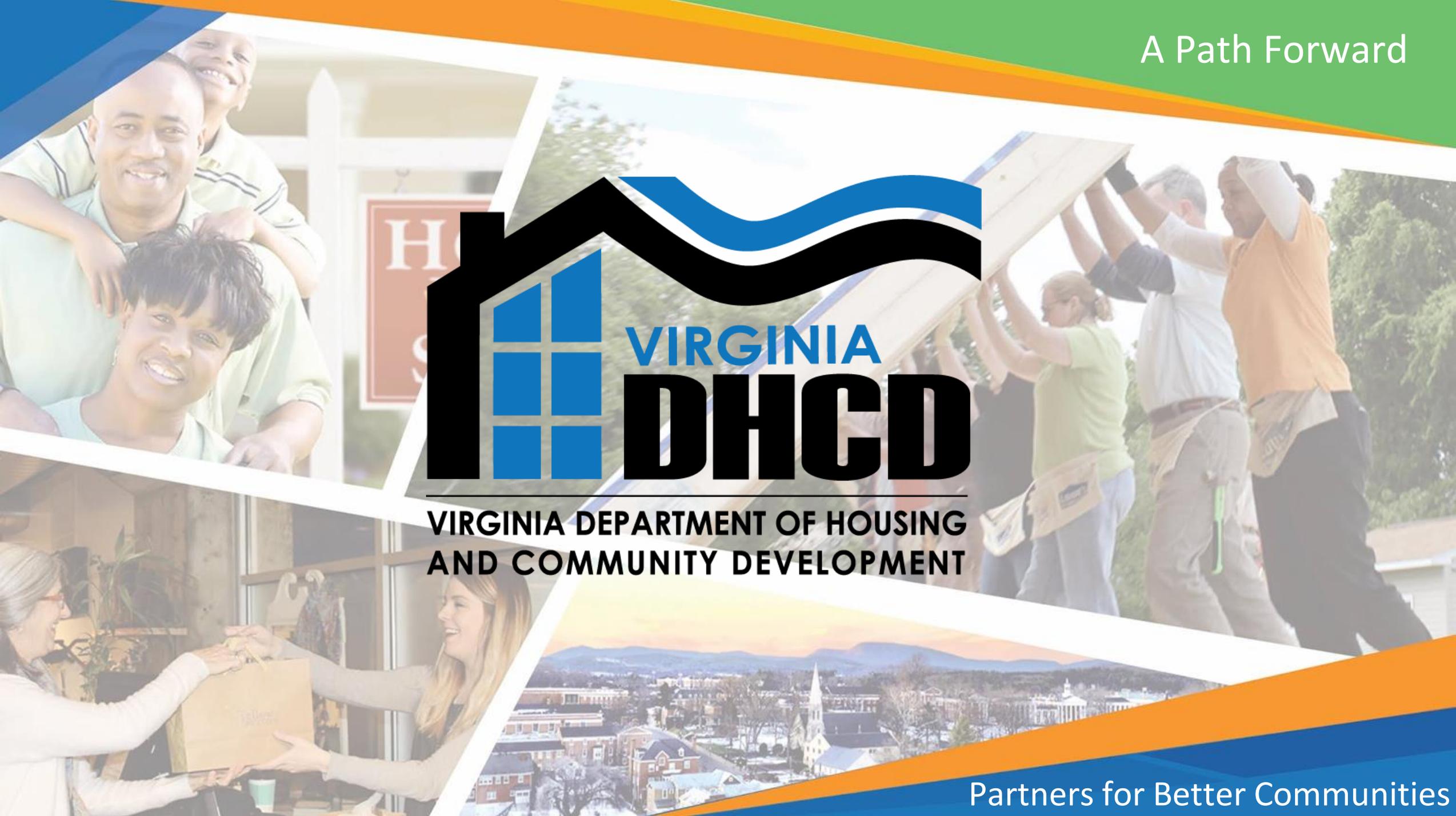


A Path Forward



**VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT**



Partners for Better Communities



DHCD is committed to creating safe, affordable and prosperous communities to live, work and do business in Virginia.



Still Telling Your Story: via Reports and Data

Dr. Melissa F. Mason

Program Analyst

Policy and Strategic Development Office

804-773-0270

melissa.mason@dhcd.virginia.gov

WHY

Make Informed Decisions
Quality Monitoring
Find Solutions to Problems
De-Mystify processes

Increase/Promotes Efficiency
Establish Baselines and
Benchmarks
Validates Funding





WHO?



**VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT**





Centralized Application and Management System (CAMS)

(Department of Housing and Community Development)

- Application
- Contracts
- Reports
- Remittances/Budget
- Other Supporting Documentation

Integrated Disbursement & Information System (IDIS)

(Department of Housing and Urban Development)

- **Project & Activity Information**
- **Beneficiary Data**
- **Accomplishment Information**
- **Financial Information**

HOW TO!

- Annual Report
- HUD2516
- Closeout Documents
 - FFR (fiscal)
 - Program Income Report (fiscal)
 - Leverage Report (fiscal)
 - Final Construction Report
 - HUD2516
 - Final Evaluation Reports (now includes the Section 3 info)

Questions

- How to track/report project beneficiaries for a water project vs a sewer project, specifically why are they different (water requires people to be tracked/reported and sewer requires households to be tracked/reported)?
- What information needs to be tracked from the beginning of a job creation project? And what is the best format to use to track this information?
- How to track/report Section 3 information?



Other Questions



- ❖ Annual Reporting
 - When it's due, how to do it, etc. and how to track it so you not scrambling to complete it

- ❖ Closeout Reports
 - What information is needed at project closeout for reporting
 - What needs to go in IDIS so you are tracking the correct information.

Annual Report

example: Owner Occupied Housing

A Path Forward

CDBG ANNUAL ACTIVITY AND BENEFICIARY REPORT

Grantee: _____

Annual Reporting Period: July 1, 2021 to June 30, 2022

CIG#: _____

Provide a brief but complete description of each activity, being specific and quantitative (ie., number of linear feet, number of fire hydrants, number of houses, etc.). Provide the number and characteristics of all applicants for project benefits, proposed beneficiaries from your contract, and the actual beneficiaries from activities completed. For actual direct benefits, such as housing and relocation activities, complete all LMI benefit columns. For other activities, complete the Total LMI column. Benefits and accomplishments are for this **current reporting period**.

Close out report



FINAL EVALUATION REPORT

Grantee: _____

Contract #

Activity: Owner Occupied

HUD Activity Code

Grantee Performance Evaluation Measures: Give actual data for all measures on which benefits are complete.....

Benefits are considered to be complete when the numbers agree with those outlined in your grant agreement and/or imposed as Special Conditions by DHCD.

If proposed benefits were not met, please provide an explanation:



- Accomplishment Type
 - Housing Units
 - Number of People
 - Number of Businesses
- Race and Ethnicity
- # of Female-Headed Households
- Income Levels
 - Extremely Low
 - Low
 - Moderate
 - Non-Low Moderate



- Homeowner Rehab
 - Total Owner Units
 - Occupied by Elderly
 - Moved from Substandard to Standard
 - Section 504 accessible
 - Units qualified as Energy Share
 - Compliant with Lead Safety Rules

- Lead Paint (# of units)
 - Housing Constructed before
 - Exempt: housing constructed 1978 or later
 - Exempt: No paint disturbed
 - Otherwise Exempt

- Lead Hazard Remediation Action (For rehab only)
of units
 - Lead Safe work Practices (Less than \$5000)
 - Interim Controls or Standard Practices (Hard costs between \$5000 - \$25,000)
 - Abatement (Hard costs more than \$25,000)

SECTION 3 AND WHAT HAS CHANGED:

no longer a separate report
now included in IDIS reporting system

Section 3 in IDIS

***Is this activity subject to Section 3 at 24 CFR Part 75?** Yes No

*Section 3

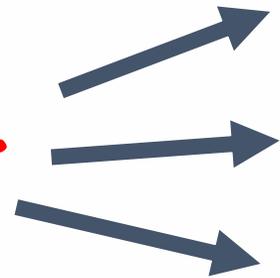
		Calculated Percentage	Safe Harbor Benchmark Met
Total Labor Hours			
Section 3 Worker Hours			
Targeted Section 3 Worker Hours			

Section 3 in IDIS

***Is this activity subject to Section 3 at 24 CFR Part 75?** Yes No

*Section 3

IF.....



		Calculated Percentage	Safe Harbor Benchmark Met
Total Labor Hours	1200		
Section 3 Worker Hours	0	0	No
Targeted Section 3 Worker Hours	0	0	No

Automatically Calculated

Then you must

This section is required if, based on the labor hours reporting above, the reporting agency did not meet the safe harbor benchmarks.

Check all that apply. Maintain records available for HUD review to document any efforts checked.

Outreach efforts to generate job applicants who are Public Housing Targeted Workers

Outreach efforts to generate job applicants who are Other Funding Targeted Workers.

Direct, on-the job training (including apprenticeships).

Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.

Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).

Outreach efforts to identify and secure bids from Section 3 business concerns.

Technical assistance to help Section 3 business concerns understand and bid on contracts.

Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.

Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.

Held one or more job fairs.

Provided or connected residents with supportive services that can provide direct services or referrals.

Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.

Assisted residents with finding child care.

Assisted residents to apply for, or attend community college or a four year educational institution.

Assisted residents to apply for, or attend vocational/technical training.

Assisted residents to obtain financial literacy training and/or coaching.

Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.

Provided or connected residents with training on computer use or online technologies.

Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.

Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.

Other. Specify:

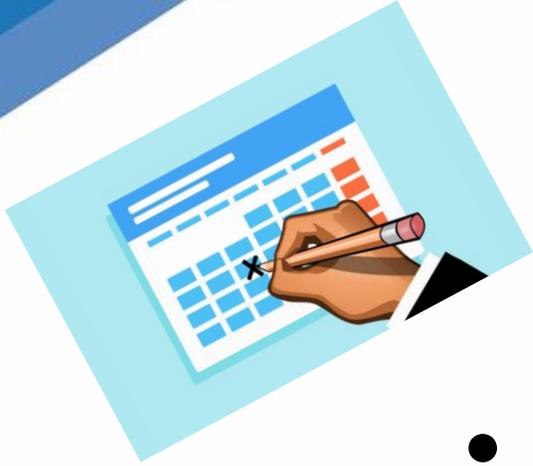


Remember:

- The data and reports tells your narrative.
- **Ask questions**
- Keep up with deadline dates
- Submit your remittances timely (tracked, monitored, flagged in IDIS)
- Provide as much information as possible
- Remember everything is connected



IMPORTANT



- **Final Closeout Documents**
 - **Send within 30 days**
- **Annual Reports**
 - **July 5th, 2022**
- **HUD 2516 Report**
 - **September 5, 2022**

THANK YOU!!!!!!

CONTACT INFORMATION:

DR. MELISSA F. MASON
804-773-0270
melissa.mason@dhcd.virginia.gov